



## DWD Manager - Director - Research, Data and Analytics - Career Executive

Employment and Training Division

**Job Announcement Code: 14-00167**

[Printable Job Announcement](#)

### Deadline

February 4, 2014

### Salary Information

Starting salary is between \$60,000 and \$100,501 depending on qualifications. This classification is in pay schedule 81, range 01. A two-year Career Executive Trial Period will be required.

### Introduction

The Department of Workforce Development is currently recruiting for a DWD Manager; Director - Research, Data and Analytics. This position is in the Division of Employment and Training and is located at 201 East Washington Avenue in beautiful downtown Madison.

### Job Duties

The Director of Research, Data and Analytics is a key player in the Department's efforts to evaluate labor market information, employer talent requirements and workforce trends to determine labor requirements to support economic development strategies and reinforce workforce development programming.

The primary function of this position will be to develop Wisconsin's labor market information using tools and processes such as data analysis, surveys and forecasts and to communicate the resulting employment and wage information to local, regional, state and national stakeholders. The Director will present information and recommendations at conferences, symposiums and events and respond to questions and inquiries from the media, stakeholders and partner organizations. This position may represent the state at national forums and events and will be responsible for developing and delivering appropriate messages to support Wisconsin's leadership as a top tier workforce development state.

In addition, this position will evaluate labor market data to support the development of strategic plans and programs for the agency and workforce partners. The Director will leverage agency staff and labor market information to develop strategies and business plans for the bureau to support agency, workforce board and strategic partner programs and initiatives. This position will supervise and lead teams in the implementation and achievement of strategic objectives.

### Required Knowledge, Skills and Abilities

Extensive knowledge of research and survey methodology, data collection and management, and data analysis; considerable knowledge of ways to utilize data to inform the public of program accomplishment and gain citizen support for program improvements and changes; ability to effectively communicate verbally and in writing, using various media; ability to make effective presentations to small and large groups; knowledge of and ability to use computer technology; extensive knowledge of management practices, methods of planning, policy development, and budgeting; knowledge of strategies to effectively design and develop an organization to meet stakeholder needs; knowledge of strategic planning methods; considerable knowledge of team building, conflict management and consensus building; extensive knowledge of leadership and supervision principles.

### Background Check

Due to the nature of these positions, a criminal background check and other security checks may be conducted prior to making an offer of employment.

### How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

You will be required to upload a current resume and complete a civil service examination. Your responses to the exam will be used to determine your eligibility for this vacancy. Resumes may not be substituted for answering these questions. Resumes are for supplemental purposes only and will not be reviewed at this time. Questions regarding the examination can be directed to Lisa Buske at (608) 266-9310 or [LKBJobs@dwd.wisconsin.gov](mailto:LKBJobs@dwd.wisconsin.gov).

For candidates who currently have Career Executive status in the classified State Service, or reinstatement eligibility to such, submit the Application for State Employment (OSER-DMRS-38) form and a current resume to the contact listed above.

Application/examination materials must be completed and finalized on-line on the application deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of job experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process along with the Career Executives.